



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 4340.1A
LPP-2
8 Aug 94

MARINE CORPS ORDER 4340.1A W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: REPORTING OF MISSING, LOST, STOLEN, OR RECOVERED (MLSR)
GOVERNMENT PROPERTY

Ref: (a) DoD 5100.76-M (NOTAL)
(b) SECNAVINST 5500.4G
(c) MCO P4400.150D
(d) NAVMED P-117 (NOTAL)
(e) OPNAVINST 5510.1H (NOTAL)

Encl: (1) Definitions
(2) Quantities of Arms, Ammunition, and Explosives (AA&E)
Reportable by MLSR Message
(3) Missing, Lost, Stolen, or Recovered (MLSR) Formats
and Preparation Guide and Sample Message

Report Required: Missing, Lost, Stolen, or Recovered
Government Property (Report Control Symbol
DD-4340-01B), par. 8b(1)

1. Purpose. To publish Marine Corps policy for the reporting of
MLSR AA&E, and other government property. To provide implementing
instructions for references (a) and (b).

2. Cancellation. MCO 4340.1.

3. Summary of Revision. This Order has been significantly revised
and should be reviewed in its entirety.

4. Definitions. Definitions of pertinent terms are at
enclosure (1).

5. Policy

a. General Information

(1) The loss of government property due to inadequate
accountability measures, negligence, and theft results in
significant monetary loss and directly impacts on unit readiness.
Efficient management of Marine Corps resources is a matter of high
priority and requires effective loss prevention and physical
security programs. Each person is charged with safeguarding
government under their jurisdiction. Property issued to
individuals does not become private property by act of

8 Aug 94

issuance or possession, but remains public property which must always be safeguarded. Property losses frequently occur because regulations relating to proper safeguarding and handling are not followed. The MLSR reporting system was designed to enable the USMC to centrally track material losses and to identify trends and areas where security enhancements may be required.

(2) Unit commanders and military police agencies should promptly receive all pertinent information concerning losses of government property, identify those physical security deficiencies and operating practices which contribute to such losses, and initiate corrective action.

(3) MLSR reporting assists the provost marshal in determining the adequacy of command loss prevention and physical security programs, and enables Marine Corps-wide statistics on all formal account adjustments to be accumulated by the Commandant of the Marine Corps (CMC) (LPP-2).

(4) MLSR reports do not waive the requirements for loss/gain reports prescribed by other Marine Corps directives, nor for causative research and vouchering requirements prescribed by reference (c)

b. MLSR Reportable Items. The following types of government property are reportable under the MLSR reporting program:

(1) All AA&E and similar incendiary, or destructive devices regardless of value. Quantities which require an MLSR message report are set forth in enclosure (2).

(2) All Marine Corps Automated Readiness Evaluation System (MARES) reportable equipment as published in a Marine Corps Bulletin in the 3000 series, regardless of dollar value.

(3) Precious metals valued over \$100 and presentation or commemorative silver. Enclosure (1) contains a listing of reportable precious metals.

(4) Losses of controlled substances (e.g., narcotics, barbituates, amphetamines, etc.) are not included under the MLSR program and shall be reported as prescribed in chapter 21 of reference (d). For losses aboard Marine Corps installations, also submit a copy of Drug Enforcement Administration (DEA) Form 106 to the provost marshal.

8 Aug 94

(5) Classified printed material losses are not included under the MLSR program and will be reported as prescribed in reference (e). Cryptographic items accountable within the COMSEC Material System are not included in the MLSR program except Controlled Cryptographic Items (CCI). Incidents involving MLSR CCI material should be reported within 48 hours.

(6) Report MLSR reports involving all Navy funded aviation ordnance items that Marine Corps units have possession of.

c. MLSR Reporting Requirements

(1) Commands must report all MLSR incidents involving the reportable items outlined in paragraph 5b above. This report will be in the message format at enclosure (3).

(2) The reporting of MLSR incidents via message is independent of normal supply survey/adjustment procedures, command investigations, or requests to law enforcement agencies for investigative assistance. Commanders will initiate appropriate investigations per chapter 6 of reference (c).

(3) Recovered reportable items must be reported via message by all commands regardless of whether the command reported the property as missing, lost, or stolen.

6. Notification to Law Enforcement Activities. Timely notification of all reportable losses and recoveries, as well as losses which are not reportable under this directive will enable prompt action by military or civilian police. Law enforcement agencies not only investigate thefts, but check pawn shops, military surplus stores, and flea markets for stolen or diverted property, maintain criminal intelligence and loss prevention files, etc.

a. For thefts observed while in progress or immediately afterwards, telephonic reports will be made immediately to the military (or civilian) police with descriptions of suspects, vehicles, and property involved.

b. All commands having an installation provost marshal will immediately make telephonic notification to the provost marshal upon discovery of an MLSR reportable incident. This notification is independent of the MLSR reporting process and should not be construed as meeting the requirements described in paragraph 5. The provost marshal will make further referral to the Naval Criminal Investigative Service (NCIS) when appropriate, and coordinate with NCIS on reporting to local police.

8 Aug 94

c. Commands not aboard Marine Corps installations will refer MLSR incidents to the nearest NCIS office for investigation or further referral to outside agencies.

7. Responsibilities

a. The CMC (POS-10) will review all MLSR message reports involving AA&E and other sensitive government property losses for physical security deficiencies. When required, the CMC (POS-10) will assist commands to correct problems which necessitated the MLSR submission. The CMC (POS-10) will maintain statistics on MLSR reporting of losses and recoveries and when required, report all related information to concerned Department of Defense (DoD) activities. The CMC (POS-10) will conduct a trend analysis to determine whether losses result from criminal acts.

b. The CMC (LPP-2) will maintain a similar capability to conduct trend analysis of government property losses to identify trends and areas where property management procedures might be enhanced.

c. The Commanding General, Marine Corps Logistics Base, Albany, Georgia will maintain the Quarterly Automated Reporting System (QARS) including system design specifications, documentation and data requirement changes. The functional sponsor for QARS is the CMC (LPP-2).

(1) QARS is an automated system which extracts gain/loss adjustment transactions from automated formal property management and stock record balances. As a central repository of gain/loss statistics for the USMC, QARS contains the information needed to conduct detailed analysis of nonsensitive item losses.

(2) The QARS specifically excludes ammunition inventory adjustments processed separately by the Marine Corps Systems Command (MARCORSYSCOM) (AM-IMS). Ammunition inventory record adjustments will be accumulated separately and retained for 3 years by the MARCORSYSCOM. Such statistics will be exclusive of MLSR message requirements for AA&E and retained by CMC (POS-10).

8. Action

a. All personnel. All personnel have the legal and moral responsibility to report missing, lost, stolen, or recovered government property and must do so as soon as possible to the command's responsible officer accountable for MLSR reportable government property.

b. Commanding Officers. In addition to basic commander's responsibilities to safeguard all government property in the unit's charge, commanders will:

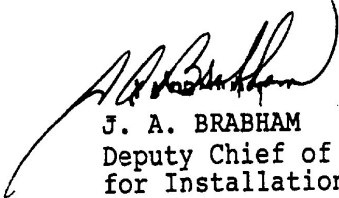
8 Aug 94

(1) Report MLSR reportable items to CMC (POS-10/LPP-2), per paragraph 5b, above, and in the format provided by enclosure (3). This report will be made as soon as possible but not later than 48 hours after the occurrence. Delayed reporting will include the reason for the delay (e.g., loss discovered during deployment, geographic separation of the responsible officer from the commanding officer for 5 days prevented prompt submission of the report). Report Control Symbol DD-4340-01B is assigned to this report.

(2) Report MLSR reportable items to the nearest law enforcement agency to include the provost marshal aboard Marine installations, the nearest NCIS resident agency or to the local law enforcement agency when the unit is not located aboard a Marine installation.

c. Provost Marshals. Investigate MLSR incidents when appropriate or, where warranted, refer to NCIS for investigation.

9. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



J. A. BRABHAM
Deputy Chief of Staff
for Installations and Logistics

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Date signed: 09/10/97 ALMAR Number: 304/97

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FM CMC WASHINGTON//L//

TO ALMAR

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MSGID/GENADMIN/CMC LPP//

SUBJ/MCO P4340.1A CH 1. REPORTING OF MISSING, LOST, STOLEN, OR
/RECOVERED (MLSR) GOVERNMENT PROPERTY//

REF/A/DOC/SECNAVINST 5500.4G/-//

NARR/THE REF IS THE SECNAVINST ON MLSR REPORTING//

POC/CHRIS WAGNER/MAJ/PRIPHN:DSN 426-1051/-/-//

RMKS/1. THIS CHANGE IS APPLICABLE TO MARCOR ACTIVITIES ON PCN
10204665300.

2. THE PURPOSE OF THIS CHANGE IS TO DIRECT PEN CHANGES TO THE
BASIC ORDER.


3. ACTION

A. PAR. 5B(6) - CHANGE TO "REPORT MLSR REPORTS INVOLVING ALL
NAVY FUNDED AVIATION ORDNANCE ITEMS THAT MARINE CORPS UNITS HAVE
POSSESSION OF."

B. ENCLOSURE (3), PAR. 1B - CHANGE "SHALL" TO "MUST" IN THE
FIRST LINE.

MAJ WAGNER, LPP-2, 696-1051

PCN 10204665301



J. D. STEWART, DC/S I&L 696-1030

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C. ENCLOSURE (3), PAR. 1D - ADD TO THE END OF THE PARAGRAPH "INITIAL/FINAL MLSR REPORTS WILL ONLY BE SUBMITTED FOR THE PURPOSES AS OUTLINED ABOVE."

D. ENCLOSURE (3), PAR. 2A - ADD ", FINAL, AND SUPPLEMENTAL" AFTER "INITIAL."

E. ENCLOSURE (3), PAR. 2A "TO" LINE - CHANGE OFFICE CODE AFTER "NAVSURFWARCENDIV CRANE IN" FROM "3046 TO 4086/7095."

F. ENCLOSURE (3), PAR. 2A "INFO" LINE - ADD "INSTALLATION MILITARY POLICY AGENCY" UNDER MARCORSYSCOM.

G. ENCLOSURE (3), PAR. 2E - AFTER "(UIC)" ADD "AND NAME".

H. ENCLOSURE (3), PAR. 2F - AFTER "CODE" ADD "AND NAME".

I. ENCLOSURE (3), PAR. 2J(3):

(1) AFTER "MATERIAL" ADD "AND QUANTITY."

(2) REPLACE "M16A2 RIFLE; CARTRIDGE, CAL. .38, SPECIAL BALL, M41." WITH "RIFLE (1), AIR TO AIR MISSILE (3), RADIO (1), HAND GRENADE (2)."

J. ENCLOSURE (3), PAR. 2J(7) - AFTER "ITEM." ADD "EXAMPLE - AN/PCS-3, MANPACK SATELLITE COMM TERMINAL, M249, SQUAD AUTOMATIC WEAPON."

K. ENCLOSURE (3), PAGE 5, SAMPLE MESSAGE "INFO" LINE - CHANGE

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03 03 100237Z SEP 97 RR UUUU

OFFICE CODE AFTER MARCORSYSCOM FROM "AM-PLP" TO "AM-IMS."
4. INFORMATION. THE ABOVE CHANGES ARE MADE TO FURTHER CLARIFY
GUIDANCE GIVEN IN THE REF.//
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8 Aug 94

DEFINITIONS

1. Ammunition. A device charged with explosives, propellants, pyrotechnics, initiating composition, riot control agents, chemical herbicides, smoke, and flame for use in connection with defense, or offense including demolition. Ammunition includes cartridges, projectiles, bombs, missiles, grenades, mines, pyrotechnics, bullets, shot, primers, propellants, fuzes, and detonators.
2. Arms. A weapon which will, or is designed to, expel a projectile or flame by the action of an explosive, and the frame or receiver or metal parts of any such weapon from which a complete weapon could be constructed.
3. CONTROLLED CRYPTOGRAPHIC ITEMS (CCI). CCI material is unclassified, accountable in the Communications Security (COMSEC) Materiel System, and is authorized to move through the supply system.
4. Explosives. Any chemical compound mixture or device, the primary or common purpose of which is to function by explosion. The term includes, but is not limited to, individual land mines, demolition charges, and blocks of explosives (dynamite, TNT, C-4, and other high explosives).
5. Loss Analysis. Actions taken to compile facts, develop loss trends and patterns and other data manipulation concerning gains, losses, and theft of government property.
6. Loss Prevention. The protection of all Marine Corps property from loss from internal and/or external fraud, theft or error. Loss prevention specifically includes, but is not limited to, the protection of supplies and equipment in storage areas during the issue process, in transit and in use. Loss prevention includes those measures, instructions, procedures, designs, analyses, policies, dedicated resources, and agreements which in total are designed to reduce losses of government property to an absolute minimum.
7. Lost (L). Item(s) that cannot be accounted for.
8. Missing (M). Item(s) that are not in their proper place and cannot readily be accounted for.
9. Pilferage. Continuing theft of small quantities or amounts of property which is often difficult to detect.
10. Precious Metals. All economically recoverable refined silver, gold, platinum, palladium, iridium, rhodium, osmium, and ruthenium in bar, ingot, granulation, sponge, or wire form with an extended value of over \$100.

ENCLOSURE (1)

8 Aug 94

11. Recovered (R). An item of material that is found, gained by inventory, or recovered after previously being reported as missing, lost, or stolen.
12. Responsible Officer. That person or commander last having custodial or signature accountability for MLSR reportable government property.
13. Sensitive Government Property. Arms, ammunition, explosives, precious metals, MARES reportable items, or classified equipment/repair parts. MLSR report should be sent within 48 hours of occurrence.
14. Serialized Government Property. Any item of government property which has an individual serial number affixed by the manufacturer or assigned for control purposes by an inventory control point or an item manager.
15. Stolen (S). An item that is either missing or lost under circumstances indicating the possibility of criminal activity.
16. Value. The measurement of government property value for MLSR reporting purposes is the current cost of purchasing a new replacement item on the open market (current market value) or the current government price list cost, whichever is greater. The costs associated with labor, materials, and accessories installed on or added to a basic property item to make it ready or suitable for initial issue to a user must be added to the unit price. Depreciated values will not be used for MLSR reporting.

ENCLOSURE (1)

8 Aug 94

QUANTITIES OF ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)
REPORTABLE BY MLSR MESSAGE

1. The loss, theft, recovery, or inventory adjustment of the following shall be reported by MLSR message as soon as possible but not later than 48 hours:

- a. One or more missile or rocket rounds.
- b. One or more machine guns.
- c. One or more automatic fire weapons.
- d. One or more manually operated or semiautomatic weapons (includes revolvers and semiautomatic pistols).
- e. Over 1,000 rounds or more of ammunition smaller than 20mm.
- f. Individual rounds of 20mm and larger ammunition.
- g. Any fragmentation, concussion, or high explosive grenades including artillery or ground burst simulators, or other type of simulator or device containing explosive material.
- h. One or more mines (antipersonnel and antitank).
- i. Demolition explosives and explosive detonators including detonation cord, DETA sheet, explosive cutting tape, flexible linear shaped charges, blocks of explosives (C-4, TNT), other explosives, and blasting caps.

ENCLOSURE (2)

MISSING, LOST, STOLEN, OR RECOVERED (MLSR) FORMATS
AND PREPARATION GUIDE AND SAMPLE MESSAGE

1. Reporting Procedures

a. An INITIAL report will be submitted as soon as a loss or recovery of a sensitive item is discovered, not to exceed 48 hours. The fact can be established by discovery of an incident, receipt of a loss claim, completion of an inventory, or by any other means. A FINAL report will not be submitted until completion of all appropriate financial, administrative, investigative, survey, and disciplinary action. A SUPPLEMENTAL report may be submitted to provide any additional pertinent information whenever a FINAL report has previously been submitted.

b. FINAL and SUPPLEMENTAL reports must reference the INITIAL and any other associated reports submitted on the same incident by report number, date time group (DTG), or correspondence identification.

c. Whenever AA&E items have been reported, and are subsequently recovered by the reporting command, an appropriate FINAL or SUPPLEMENTAL report must be submitted including circumstances of recovery.

d. Commands in receipt of recovered government property item(s) (from sources other than through official supply or procurement channels) for which they were not previously responsible, must submit an INITIAL/FINAL report so the recovered items may be checked against the NCIC and accountability data bases for correlation to any prior MLSR reports submitted by other commands. If property item(s) recovered by one service of the Department of the Navy (USN or USMC) are identified as belonging to the other service, the MLSR report should be submitted to the service owning the property rather than the reporting organization's headquarters. Initial/final MLSR reports will only be submitted for the purposes as outlined above.

2. Reporting Format

a. Initial FINAL and SUPPLEMENTAL Marine Corps MLSR sensitive material reports are to be submitted in the following format:

FM: (Reporting Command)
TO: CMC WASHINGTON DC//POS-10/LPP-2//
NAVSURFWARCENDIV CRANE IN //4086/7095//
INFO: (Chain of Command to include responsible
command having custody at the time of loss
or recovery)
MARCORSYSCOM WASHINGTON DC//AM-IMS// (for ammo items)
INSTALLATION MILITARY POLICY AGENCY

ENCLOSURE (3)

8 Aug 94

b. Subject line of all organization's reports will be:

MLSR SENSITIVE MATERIAL REPORT (RCS MC #4340-1)
(MIN: CONSIDERED)

c. Only prior MLSR property reports on the same incident will be referenced. References should be indicated by the DTG or correspondence identification on the prior report(s) and by the "incident report number."

d. The first line of text after references (if any) must be:

MLSRP/MLSRP/USMC

e. ACC. The Unit Identification Code (UIC) and name of the activity. The ACC/UIC should be identical to that used by the accountable command for MILSTRIP and MILSTRAP purposes. The ACC/UIC must be indicated on every report.

f. RUC. The Reporting Unit Code and name of the actual using unit responsible for accounting for the reportable item.

g. Incident Report Number (RPT). Consists of the Incident Report Number assigned by the reporting command and the Incident Report Status. Year and number separated by a diagonal slash. Number and status separated by a hyphen. The RPT must be indicated on every report. Each incident may involve one or more property items. Incident reports will be numbered consecutively by each reporting activity for each year. Examples: 1994/03-INITIAL, 1994/03-FINAL, 1994/03-SUPPLEMENTAL.

h. AAA - Location of the Incident. Indicate only the name of the State/territory if incident occurred in one of the 50 United States and its Territories. Indicate only the name of the foreign country if the incident occurred there. Indicate the name of the ocean area if the incident occurred there.

i. BBB - Date of Incident. (Mandatory). Use the actual date of theft, loss, disappearance, recovery, if known; otherwise use the date the item(s) was last seen or inventoried. Indicate, with an "A" or "L", whether the date is actual or last. Denote the date in year-month-day order. "A-94-06-25" for an actual date of 25 June 1994, or "L-94-01-08" for a last inventory or last sighted date of 8 January 1994.

j. Block CCC - Material Description. List each type separately and indicate whether the material is arms, ammunition, explosives, MARES reportable (other than arms), precious metals, or classified equipment.

(1) Specify ARMS, AMMUNITION, EXPLOSIVES, MARES REPORTABLE OTA, PRECIOUS METALS, or CLASSIFIED EQUIPMENT.

ENCLOSURE (3)

8 Aug 94

(2) Indicate whether the material is MISSING, LOST, STOLEN, or RECOVERED.

(3) Indicate the type of material and quantity.
Examples: Rifle (1) air to air missile (3), radio (1), hand grenade (2).

(4) Indicate the make or manufacturer.

(5) Indicate the manufacturer's serial number or lot number.

(6) Indicate the National Stock Number (NSN).

(7) Indicate the full name/description of the item.
Example - AN/PCS-3, Manpack Satellite comm terminal, M249, Squad Automatic Weapon.

(8) Indicate the actual or estimated replacement value of the item(s)

(9) Indicate the security risk category listed in the Marine Corps Stocklist (AA&E only).

(10) Indicate the last (first for recoveries) known location.

k. DDD - Liability. Has individual liability been established:

(1) Answer "Yes" or "No".

(2) Indicate whether there was disregard of established policies, neglect, or dereliction of duty on the part of responsible individual(s).

(3) Identification of Liable Personnel. (Use ranks of military personnel and grades of civilian personnel, if applicable. DO NOT REPORT NAMES.)

(4) Disciplinary/administrative action taken (e.g., referred to courts-martial; NJP; process for discharge; warning; suspension; letter of reprimand; etc.) state whether Military Justice or Civil Service procedures. If negligence, disregard if established policies or dereliction of duty is indicated in paragraph 2k(2), preceding, the liable person is described in paragraphs 2k(3) ,preceding, and no formal disciplinary, administrative, or punitive action is taken, a full explanation must be provided concerning the reasons for not taking action.

l. EEE - Investigation (Mandatory). All sensitive material losses shall be reported to the security officer/provost marshal. Where no security officer/provost marshal exists at an activity, the nearest supporting NCIS field component shall be notified.

ENCLOSURE (3)

8 Aug 94

(1) Identify NCIS or security officer/provost marshal concerned.

(2) Date incident referred to NCIS or security officer/provost marshal, and indicate assumed or declined.

(3) Preliminary action taken by NCIS or security officer/provost marshal, if known.

(4) If the incident is not referred outside the command, indicate actions taken by the command and a status report (e.g., investigating officer appointed and investigation ongoing).

m. FFF - Summary. Comments concerning available details about the incident to include:

(1) Detail circumstances of loss (e.g., forcible/surreptitious entry to storage area; robbery/assault of personnel; etc.). (Detail any security devices/measures/procedures breached.)

(2) Date of last command inspection/inventory.

(3) Narrative comments concerning any real or perceived security deficiencies derived from incident analysis, trends analyses, or resulting physical security/crime prevention surveys.

(4) Status of investigation (e.g., initiated/continuing/closed; suspects identified/not identified, etc.)

(5) Specific security measures taken as result of the incident (e.g., increased sentries; changed locks/combination; etc.). (Stock phrases such as "improved administrative procedures," "improved recordkeeping," etc., will not be used.)

ENCLOSURE (3)

8 Aug 94

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ADMIN

C6 MCCDC QUANTICO VA//

CNC WASHINGTON DC//POS-10/LPP-2//

NAVSURFWARCEMDIV CRANE IN//3046//

INFO MARCORSYSCOM WASHINGTON DC//AM-IMS//

UNCLAS //NOSSOD//

MSGID/GENADMIN/LPP-2//

RHS/1. NLSR SENSITIVE ITEMS REPORT (RCS NC 9340-1)

(MIN:CONSIDERED)

NLSRP/NLSRP/USMC

ACC. MOD264

RUC. MOD213

RPT. 1993/04-INITIAL

AAA. VIRGINIA

BBB. A-93-01-25

CCC. 1. (1) ARMS (2) MISSING (3) MLO MACHINE GUN, 1 EA (4) SACO

INC. (5) 765432 (6) 1005-DD-726-5661 (7) MACHINE GUN M60E3

(8) A-06-630 (9) 2 (10) ARMORY-BL36 300

2. (1) AMMUNITION (2) MISSING (3) 20MM CARTRIDGE, 2000 EA

(4) HONEYWELL, INC (5) B400 (6) 1005-DD-026-4529,

(7) CARTRIDGE, 20MM (8) E-0300 (9) 3 (10) ARMORY-BL36 300

DDG. LIABILITY: (1) YES (2) YES (3) SGT (4) AWAITING RESULTS OF INVESTIGATION

EEE. INVESTIGATION: (1) MIS QUANTICO (2) 93-06-25 ASSUMED (3) CASE OPENED

FFF. SUMMARY: (1) DURING ARMORY INVENTORY ON 25 JUN 93, ASSETS COULD NOT BE LOCATED. MACHINE GUN AND AMMUNITION WERE IN SEPARATE BOXES BOUND TOGETHER WITH METAL STRAPS. ASSETS WERE NOT ON DAILY INVENTORY LIST (2) 93-05-21 (3) SECURITY DEFICIENCY EXISTED SINCE ASSETS WERE NOT LISTED ON DAILY INVENTORY LISTING (4) INVESTIGATION INITIATED (5) COMMAND. ARMORY INVENTORIES WILL BE CONDUCTED TWICE MONTHLY. ARMORY OFFICER WILL SUPERVISE COMPILATION OF DAILY INVENTORY LIST AND CROSS REFERENCE WITH CMR AND ANNO ACCOUNTING RECORDS.

GGG. POINT OF CONTACT: CAPTAIN I. DIDNTLOSEIT, DSM 276-5678, COMN (703) 640-5678.//

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ENCLOSURE (3)